

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
JANUARY 10, 2002**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on January 10, 2002, at 12:00 p.m. Eastern Standard Time (EST). The meeting was lead by its Chairperson, Ms. Silky Labie, of the Florida Department of Environmental Protection. The agenda for this meeting is shown in Attachment A, action items from this meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C and a list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the Board of Directors' agenda.*

**INTRODUCTION**

Ms. Silky Labie chaired the meeting with a roll call of attendees. The agenda was reviewed with one new topic of discussion added to Old Business.

**TOPICS OF DISCUSSION**

***Approval of Minutes of December 4, 2001***

The Board of Directors reviewed the minutes of the joint meeting of Board of Directors and NELAC Committee Chairs held December 4, 2001. A motion was made, seconded and carried to approve them as modified.

***NACLA Meeting Presentation***

Ms. Labie reported that an invitation has been extended to NELAC to make a presentation at the National Cooperation for Laboratory Accreditation (NACLA) meeting scheduled for April 8-9, 2002, in Arlington, Virginia. NELAC will have approximately 30 minutes to make a presentation on the "Impact of Dual Recognition of NACLA and NELAC." Invited speakers are the NACLA President, NELAC Board of Directors Chair, and a member from the National Institute of Standards and Technology (NIST). Ms. Labie is unable to attend this meeting but will contact Mr. Joseph Slayton to inquire whether he would be available to make a presentation on behalf of NELAC.

***ECOS Update***

Ms. Aurora Shields reported that she had provided the necessary NELAC abstract to the Environmental Council of the States (ECOS). No response has been received to date. However, if there is no response within the next two weeks, Ms. Shields will follow-up with ECOS on the status.

### ***Summary of Meeting with Henry Longest***

Dr. Ken Jackson summarized the meeting on December 6, 2001, in Arlington, Virginia with Mr. Henry Longest, ORD Acting Assistant Administrator. In attendance were Mr. Longest, Dr. Jackson, Dr. Harry Gearhart, Mr. David Friedman, Ms. Lara Autry, and Dr. Frederic Siegelman. The purpose of this meeting was to inform Mr. Longest of the considerable progress made to incorporate PBMS in the NELAC standards. Dr. Jackson reported that the PBMS document was well received by the NELAC 7i conference participants but with many participant comments.

### ***Review of NELAC Operating Policies***

This topic of discussion has been deferred until the February 14, 2002, teleconference. However, Ms. Labie requested that she receive comments to Operating Policy #18 no later than January 17, 2002.

### ***Reorganization Update***

Dr. Paul Kimsey reported that the Transition group has met several times since NELAC 7i and that good progress has been made. Currently the consensus was to work on the structures of the Standards Development Group and the Standards Adoptions Group. To that end, there will be a presentation by American Society for Testing and Materials (ASTM) at the next teleconference to see what ASTM can do to assist with standards development. Dr. Kimsey indicated that a joint meeting of the Transition Committee and the Program Policy and Structure Committee will take place next month regarding the Constitution and Bylaw changes.

### ***NEIC Issues regarding Lab Fraud***

The United States EPA representative; Mr. Richard Ross, a Chemist with the National Enforcement Investigations Center (NEIC), Office of Forensics and Training, Mr. Andy Lauterback, Attorney from the NEIC Office of Criminal Enforcement, Region 1, and Ms. Nancy Wentworth, Director of Quality Staff, Office of Environmental Information, gave a presentation regarding lab fraud issues.

Mr. Lauterback reported there was a need to study the lab fraud issues to determine the scope involved. Based on his extensive research, the number of instances are high and at this point becoming more problematic in light of the agency shift towards third-party auditing programs. It was determined that there is a need to establish a dialogue with the lab community to (1) share findings, define lab fraud, list types of lab fraud encountered, (2) provide case histories on some prosecutions handled, and (3) what should be done when fraud is encountered or fraud is suspected.

Ms. Wentworth is developing a course to include the things the assessor should look for, various questions to ask, who to call in to investigate the allegations of misconduct or inappropriate practices, etc. A workshop will be held in two weeks to include federal employees only (EPA, USGS, DOD, DOE, etc) to develop the assessor training course and to make it available to labs. Ms. Wentworth would like to present this course in Tampa, Florida at NELAC 8. When this course has been finalized, Ms. Wentworth indicated that it will be made available on the internet

NEIC would like to make a formal presentation to the NELAC-8 Conference because lab fraud is a hot topic and of great concern to the lab community. Ms. Hankins will call Ms. Wentworth to discuss further with NEIC.

#### **OLD BUSINESS**

The Board of Directors liaison assignments to the various NELAC committees were discussed. It was determined that the assignments will be as follows:

|                            |   |
|----------------------------|---|
| Program Policy & Structure | None (Chair attends Board of Directors meeting) |
| Proficiency Testing        | Anne Rhyne                                      |
| On-Site Assessment         | Wayne Davis                                     |
| Accreditation Process      | Ann Marie Allen                                 |
| Quality Systems            | Joe Slayton                                     |
| Accrediting Authority      | Aurora Shields                                  |
| Field Activities           | Tom Maloney                                     |
| Transition                 | Paul Kimsey                                     |
| Nominating                 | None (Chair is Board Past Chair)                |
| Membership & Outreach      | Ed Kantor                                       |

#### **NEW BUSINESS**

There was no new business to discuss.

#### **ADJOURNMENT**

There being no further business, a motion was made and seconded and the meeting was adjourned.

#### **NEXT MEETING**

The next meeting is scheduled for February 14, 2002, at 1:30 p.m., EST.

**NELAC BOARD OF DIRECTORS  
DRAFT AGENDA  
January 10, 2002  
12:00 - 1:30 pm EST  
202/260-7280, 3340#**

1. Approval of Minutes of December 4, 2001, Meeting - *Silky Labie*
2. NACLA Meeting Presentation - *Silky Labie*  
April 8-9, 2002 - Presentation on Monday afternoon
3. ECOS Update - *Aurora Shields*
4. Summary of Meeting with Henry Longest - *Ken Jackson*
5. Review of Policies - *Silky Labie*
6. Reorganization Update - *Paul Kimsey & Jeanne Hankins*
7. NEIC Issues regarding Lab Fraud - *Richard Ross & Andy Lauterback*
8. Old Business
9. New Business

**NEW ACTION ITEMS**  
**NELAC BOARD OF DIRECTORS**  
**JANUARY 10, 2002**

| <b>Item No.</b> | <b>Action</b>  | <b>Status</b> |
|-----------------|--|---------------|
| 1               | Comments to NELAC Policy #18 to Ms. Labie by 01/17/01 (Board of Directors Members)   | Ongoing       |
| 2               | T/C with NEIC and Ms. Wentworth re lab fraud presentation and assessor training (Ms. Hankins)                              | Ongoing       |
| 3               | Contact Mr. Slayton re NELAC presentation to NACLA conference (Ms. Labie)  | Ongoing       |
| 4               | Distribute PP&S and Transition meeting notes re NELAC restructuring to Board of Directors members for review (Dr. Jackson) | Ongoing       |

**ACTION ITEMS FROM PREVIOUS MEETINGS  
NELAC BOARD OF DIRECTORS  
JANUARY 10, 2002**

| <b>No.</b> | <b>Date of Meeting</b> | <b>Action</b>  | <b>Status</b> |
|------------|------------------------|--|---------------|
| 1          | 04/13/00               | Dr. Jackson and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item). | Ongoing       |
| 2          | 01/11/99               | Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.  | Ongoing       |
| 6          | 05/04/00               | The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.  | Ongoing       |
| 8          | 05/08/00               | Dr. Brokopp will explore organizational issues with ECOS.  | Ongoing       |
| 9          | 7/26/00                | Dr. Brokopp will continue to lead exploration of viable options, including financial issues.   | Ongoing       |
| 13         | 7/13/00                | The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.  | Deferred      |
| 14         | 8/10/00                | Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.  | Deferred      |
| 22         | 10/31/00               | Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.   | Ongoing       |
| 24         | 10/31/00               | Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.                                  | Deferred      |
| 35         | 1/1/01                 | Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.  | Ongoing       |

**ACTION ITEMS FROM PREVIOUS MEETINGS  
NELAC BOARD OF DIRECTORS  
JANUARY 10, 2002**

| <b>No.</b> | <b>Date of Meeting</b> | <b>Action</b>   | <b>Status</b> |
|------------|------------------------|---|---------------|
| 42         | 2/8/01                 | Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).   | Ongoing       |
| 63         | 10/11/01               | Contact Accrediting Authorities to see if anyone is available to attend WEFTEC 2002 and give update on NELAC (Kimsey)                     | Ongoing       |
| 66         | 10/11/01               | Review all NELAC policies and changes (Hankins)   | Ongoing       |
| 68         | 12/04/01               | Add Field Activities field sampling issue to the Quality Staff Conference (Siegelman); Ms. Hankins to status with Dr. Siegelman           | Ongoing       |
| 69         | 12/04/01               | Comments/suggested changes to NELAC Policies 1-18 to Board of Directors by 12/31/01 (Board of Directors/Chairs); deferred to 2/14/02      | Ongoing       |
| 70         | 12/04/02               | Follow up on possibility of attendance at the ECOS Conference (Aurora Shields); Ms. Shields to status by 2/14/02                          | Ongoing       |
| 71         | 12/04/02               | Review comments/suggested changes to NELAC Policy #7 at January 2002 Board of Directors meeting (Board of Directors); deferred to 2/14/02 | Ongoing       |

**LIST OF PARTICIPANTS  
BOARD OF DIRECTORS MEETING  
JANUARY 10, 2002**

| <b>Name</b>                                      | <b>Affiliation</b>  | <b>Address</b>   |
|--|---|--|
| Ms. Silky Labie<br>Chair                         | FL Dept. of Envir. Protection                                       | T: 850-488-2796<br>F: 850-922-4614<br>E: silky.labie@dep.state.fl.us       |
| Dr. Charles Brokopp<br>Past-Chair<br>(absent)    | UT Department of Health   | T: 801-584-8406<br>F: 801-584-8486<br>E: cbrokopp@doh.state.ut.us          |
| Dr. Paul Kimsey<br>Chair-Elect                   | CA Department of Health<br>Services                                 | T: 510-540-2411<br>F: 510-540-3075<br>E: pkimsey@dhs.ca.gov                |
| Ms. Jeanne Hankins<br>Director                   | USEPA/ORD   | T: 919-541-1120<br>F: 919-541-4261<br>E: hankins.jeanne@epamail.epa.gov    |
| Mr. Ed Kantor<br>Executive Secretary<br>(absent) | USEPA/ORD   | T: 702-798-2690<br>F: 702-798-2261<br>E: kantor.edward@epamail.epa.gov     |
| Ms. Ann Marie Allen                              | MA Dept. of Environmental<br>Protection                             | T: 978-682-5237<br>F: 978-688-0352<br>E: ann.marie.allen@state.ma.us       |
| Mr. Wayne Davis<br>(absent)                      | South Carolina Department of<br>Health and Environmental<br>Control | T: 803-896-0970<br>F: 803-896-0850<br>E: davisrw@columb36.dhec.state.sc.us |
| Mr. Thomas Maloney<br>(absent)                   | USGS National Water Quality<br>Laboratory                           | T: 303-236-3460<br>F: 303-236-3499<br>E: tmaloney@usgs.gov                 |
| Ms. Anne Rhyne                                   | TX Natural Resource<br>Conservation Comm.                           | T: 512-239-6830<br>F: 512-239-6410<br>E: arhyne@tnrcc.state.tx.us          |
| Ms. Aurora Shields                               | KS Dept. of Health & Env.   | T: 785-296-6198<br>F: 785-296-8068<br>E: ashields@kdhe.state.ks.us         |
| Mr. Joe Slayton<br>(absent)                      | USEPA/Region 3  | T: 410-305-2653<br>F: 410-305-3095<br>E: slayton.joe@epamail.epa.gov       |
| Mr. Ken Jackson<br>(invited guest)               | NY Environmental Laboratory<br>Approval Program                     | T: 518-485-5570<br>F: 518-485-5568<br>E: jackson @wadsworth.org            |



| Name                                       | Affiliation                                       | Address   |
|--|---|---|
| Ms. Arlyn Brediger<br>(Contractor Support) | Anteon Corporation,<br>Las Vegas Technical Center | T: 702-731-4233<br>F: 702-731-4027<br>E: <a href="mailto:abrediger@anteon.com">abrediger@anteon.com</a> |